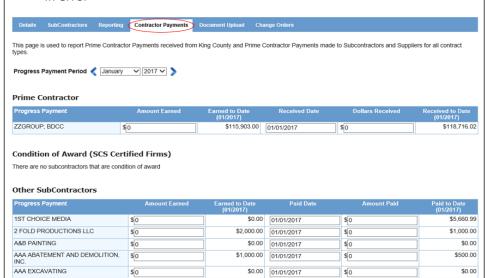
## **♦ Contractor Payments Tab**

- Amount Earned and Dollars Received (for Prime) and Amount Paid (for Subs) should be for the reporting period
  - \*\*Note: You do not need to go back and try to match of Earned and Paid Amounts
- Amount Earned = total invoice for that period sent to KC/submitted to Prime by SubContractors/Suppliers
- ◆ Amount/Dollars Received = amount w/o Sales Tax or Retention
- ◆ Save
- Submit when no more updates are needed for the period
- \*\*Note: BDCC team can unlock/unsubmit so you can edit if you submit in error



# ♦ Change Orders Tab

Record change orders in CARTs

\$0

\*\*Note: For Reductions (deductive Change Order Amount), contact BDCC team, CARTs does not allow entry of negative numbers

\$0.00

\$2,000.00

01/01/2017

01/01/2017

\$0

\$0

\$0.00 01/01/2017

## *Note:*

BUCK SMITH TRUCKING

MK CONSULTING

LANE COMMUNICATIONS

- For Non-work order contract: everything is under single contract number
- For Work Order contract: payments, journey/apprentice hours need to be reported by work order

For technical help, please contact:

Phuong Nguyen: (206) 263-9745 or phuong.nguyen@kingcounty.gov



# CARTS End-User Guide for Contractor

#### **CARTS Login**

- Username and Password can be found in Post Award Letter
- Contact BDCC team to request username and password if needed
- https://info.kingcounty.gov/exec/contractreporting/Login.aspx

## **CARTS System**

• Left Navigation Pane (site overview)

## **♦ My Contracts**

- Active Contracts
  - New contracts will show up here after the Post Award Letter (PAL) is sent
- Closed Contracts



# **♦ My Profile**

\$0.00

\$0.00

\$2.000.00

- Contractor Profile
- Manage Contacts
  - \* Add/Edit/Remove CARTS contacts
- Manage login
  - \* Change Password
  - \* Change Username



## **Updating Contracts/Entering Payments and Hours**

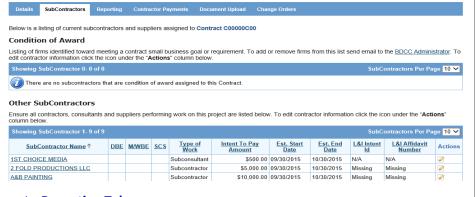
- Click on My Contracts | Active Contracts
- Click Contract Number

#### ♦ Details tab

- Contract Details overall contract details
- SubContractors
- Contract Owner
- ♦ Contract Requirements
- Contract Goals

#### Subcontractors

- ◆ Add/edit subcontractors information
- ◆ To Edit, click on the pencil icon under Actions
- ◆ Create a new subcontractors
- Contact BDCC to remove a subcontractor (need to be done on the DB backend)



# Reporting Tab

- ♦ Reporting Journey & Apprentice hours on the project
- ♦ Reporting Period: defaults to previous month
- Reporting should be done by the 10th of each month for prior month
- ♦ Report Status column
  - Missing = not filed



- ◆ Don't need to report hours for Suppliers, or Owner Operator
- Click on the pencil icon under Actions to Edit, an don the notepad/ plus sign to add Journey/Apprentice hours for Prime Contractor and each Subcontractor
  - Activity Status
    - \* For first report = Initial
    - \* For next reports during contract = In Progress
  - \* If there are no changes to report during the period = No Activity
- \*\*Note: still need to report each month even if no changes or no activies
  - \* If this is the last period for the contract = Final Report
  - Prepared By
    - \* Select from Contact dropdown list
  - Journey & Apprentice Utilization
    - \* Do not include Superintendent or Administrative hours
    - \* If multiple of same type—just be consistent
    - \* To find Apprentice—State Apprenticeship Council (SAC) ID is the best option
  - Save Report
  - When finished with period = Submit Report

Activity Status							
	What are my choic	es?					
repared By							
:	Are you a company contact name from the list below.  Contact Can't find in list	~	your	OR	Name	red _sad	
	ation by Trade						
dd Utilizatio	on						
Frade		Laborer	~				
Gender		Decline to Provide					
Ethnioity/Disabled		Asian					
otal Work Hours							
mployee Count							
Cancel Add							Add Utilization
prentice and	d Journey Utilizatio	on by Worker					
Apprentice				# Find Apprentice			
age Progressio	n Step [?]						
orker Status							
sabled							
		Select	~				
sadvantaged Ye ring Source [?]							

#### AAP Column

- Click on AAP to download the form
- Required to SubContractors and Suppliers prior to Final Payment and contract close out
- Must be signed and notarized by the Subcontractor/Supplier
- Must be signed by the Prime
- To Upload
- \* Document Upload Tab
- \* Affidavit of Amounts paid (AAP) is the only document we require